

AR/VR Transmittal Register

1. Page 1 of

2. PR/PO Number: _____ 3. Supplier: _____ 4. Buyer: _____

5. STR or Cognizant Engineer: _____

6. Project, System, or Equipment Description: _____

7. AR/VR No.	8. SOW or Spec. No.	9. Description of Submittal or Special Conditions	10. For Approval/ Record	11. Date Due to WTS or Prior to	12. Date Rec.	13. Date to STR	14. Date from STR	15. Disposition A, C, D	16. Resubmittal Required?	17. Date to Supplier

Instructions for filling out the AR/VR Transmittal Register

Block

1. STR - Fill in the page number(s) after all submittals have been listed.
2. Buyer - Upon award of subcontract, fill in the PO number.
3. Buyer - Upon award of the subcontract, fill in the supplier name.
4. Buyer - Upon receipt of the form, fill in your name.
5. STR or Cognizant Engineer - Print your name here.
6. STR or Cognizant Engineer - Fill in the project name, number, system, and/or equipment description.
7. STR or Cognizant Engineer - Fill in the AR/VR number. (The STR may use any numbering scheme that is appropriate to the work being submitted.)
8. STR or Cognizant Engineer - Fill in the Specification or Statement of Work number. If there is none, enter N/A.
9. STR or Cognizant Engineer - Fill in a brief description of the submittal or special condition.
10. STR or Cognizant Engineer - Fill in the appropriate code: **A** - Approval or **R** - Record.
11. STR or Cognizant Engineer - Fill in the date due to WTS or the "Prior To" code:
A - Acceptance **B** - Bid **C** - Construction/Installation **F** - Fabrication **S** - Shipment
T - Testing.

Note: The supplier is to concur with the dates offered or submit alternate dates for approval.

12. Buyer - Fill in the date the submittal is received in Procurement.
13. Buyer - Fill in the date you forward the submittal to the STR/Cognizant Engineer.
14. Buyer - Fill in the date the STR/Cognizant Engineer returns the completed Approval/Variation Request form (EA14-PC3041-2-0) to Procurement.
15. Buyer - Fill in the appropriate disposition code that resulted from the Approval/Variation Request Form (EA 15-PC3041-2-0). Disposition codes: **A** - Approval **C** - Conditional Approval **D** - Disapproved
16. Buyer - Fill in if a re-submittal is required if one of the codes in block 15 is *other than A*. Record a yes or no.
17. Buyer - Fill in the date you send any Conditionally Approved or Disapproved documentation back to the supplier.